



# UTSA<sup>®</sup>

## Ph.D. ENGLISH

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### POLICIES & PROCEDURES HANDBOOK

2021-2024

RHETORIC

THEORY

LITERATURE

WRITING

## **I. DOCTORAL DEGREE PROGRAM AREA**

The Doctor of Philosophy degree in English <http://colfa.utsa.edu/english/phd.html> offers students full-time and part-time opportunities for advanced study and research in cross-cultural, transnational approaches to English language and literary studies, with coursework required in U.S. Latina/o literature and rhetoric and composition. The Ph.D. in English is awarded to candidates who complete all required coursework; demonstrate in-depth cross-cultural knowledge of literature, language, and/or composition and rhetoric; and produce an original dissertation that contributes to their fields of specialization.

## **II. ORGANIZATIONS AND ADMINISTRATION OF THE DOCTORAL PROGRAM**

The Ph.D. Graduate Program Committee (Ph.D. GPC), a representative committee of three or more faculty members, administers the doctoral program in the Department of English within the College of Liberal and Fine Arts. The committee is constituted according to department, college, and university (Graduate Council) bylaws. After consultation with the full graduate faculty, the Ph.D. GPC recommends admission of students into the program. The Ph.D. GPC oversees the implementation of degree requirements on behalf of the Graduate Faculty and carries out such tasks as recommending admission of students to candidacy for the Ph.D. This committee formulates academic policy, guidelines, and curricula and submits them to the Graduate Faculty for formal review, amendment, and approval.

The Department Chair appoints the Graduate Advisor of Record (GAR) for the Ph.D. program for a three-year term in accordance with department, college, and university (Graduate Council) bylaws. The Ph.D. GAR will manage the day-to-day operations of the program, advise all doctoral students, maintain records, chair the Ph.D. GPC, and represent the Department in most matters relating to doctoral students. The certification of students to doctoral candidacy and the monitoring of students' progress before they advance to candidacy will also be the responsibility of the Ph.D. GAR, along with the chair of the student's Qualifying Exam committee and the Ph.D. GPC. Questions about degree requirements and academic policies should be directed to the GAR, but final authority for the Ph.D. Program rests with the Office of the Vice Provost and Dean of the Graduate School.

## **III. DEGREE REQUIREMENTS AND PROCEDURES**

**A. Admission.** In addition to satisfying the university-wide graduate admission requirements, successful applicants must have a master's degree in English or a related discipline with a GPA of 3.5 or better in upper-division and/or graduate work. Applicants must have a minimum of 18 upper-division and/or graduate hours in English literary and language studies with a GPA of 3.5 or better. Applicants must submit a statement of purpose (2-3 pages); a writing sample (minimum 15-page research paper with works cited); and three letters of recommendation attesting to their academic training, capability, and potential success in a doctoral program. Students who have received degrees from non-English speaking universities must submit TOEFL scores of no less than 550 (paper version), or 79 (internet version), as well as satisfy all other Graduate School requirements. Doctoral students admitted conditionally must satisfy all deficiencies during the first year of study.

**B. Graduate Fellowships.** Students accepted into the doctoral program are eligible to receive university fellowships, which may entail research and teaching responsibilities. Students receiving an English doctoral fellowship must be registered in accordance with their fellowship agreement. Outside employment for students on fellowship is strongly discouraged and may jeopardize fellowship funding. Any student wishing to work outside of UTSA, full or part time, must obtain the permission of the Ph.D. GAR, the Department Chair, and the Graduate Dean. Students may at any time opt out of fellowship support. However, doing so may jeopardize future reinstatement of their funding. Students who accept outside funding, which is strongly encouraged as it enhances a student's professional profile, will have their fellowships reduced proportionally for the period of their outside grant. However, they may apply for reinstatement of fellowship funding when the outside grant expires. In no case will the UTSA fellowship be applicable for more than five years. Students on fellowship who withdraw from the program before completing their degrees will lose their fellowship funding at the end of the semester in which they withdraw.

**C. Grades.** Students must show satisfactory progress throughout the course of the program. Students who fail to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken, will be placed on probation as per the Graduate Catalog. In addition, all fellowship students must maintain a 3.3 GPA every semester of their enrollment as fellowship students. If a student's GPA falls below 3.3, he or she will lose the fellowship at the end of that semester. Under extraordinary circumstances, a student may be allowed one semester of probation on the fellowship.

Students on fellowship who do not advance to candidacy by the end of their third year of study (six full semesters) risk losing their fellowship support. Fellowship students should not expect funded support, including teaching support, beyond their fifth year of study.

It is department policy (determined by a Graduate Faculty vote) that students on fellowship who have an incomplete must finish the course requirements by the end of the subsequent semester. Students who do not finish an incomplete within a year, allowing it to become an F, or students who receive more than one C in all coursework, are not judged to be making satisfactory progress and, under normal circumstances, they will be removed from fellowship status. Students and faculty should be aware that having even one incomplete in a semester may affect the student's ability to obtain further financial aid (loans, etc.). Students who are ABD (having completed "All But Dissertation") can have no more than two incompletes in total.

**D. Teaching Assistant (TA) or Research Assistant (RA).** In order to receive the full stipend, doctoral students on fellowship are required to teach undergraduate composition classes (WRC 1013 or 1023) or other courses, to work as research assistants, or to assume other responsibilities as determined by the Ph.D. GAR and the Department Chair. Work assignments and compensation will conform to the UTSA Handbook of Operating Procedures (HOP). Graduate student instructors should apprise themselves of "Faculty Rights and Responsibilities" as detailed in the HOP <<http://www.utsa.edu/hop/chapter2/2-46.html>.> TAs or RAs who, in the judgment of the Ph.D. GPC, Ph.D. GAR, and Department Chair, fail to perform their duties, may lose their assistantships. All students who teach in the Writing Program or the English Department must have successfully completed ENG 5183: Theory and Practice of Teaching Composition (or its equivalent from another university, upon approval of the Ph.D. GAR in consultation with the Ph.D. GPC and faculty specialists).

All students who receive Teaching or Research Assistantships must attend all scheduled orientations, whether in the Writing Program, the university, the college, or the department.

Doctoral students are normally limited to teaching freshman- or sophomore-level courses; Ph.D. students who have successfully completed their Qualifying Exams and have advanced to candidacy may be eligible to teach other undergraduate courses in the English Department subject to the approval of the Ph.D. GPC, Ph.D. GAR, and Department Chair. In order to be considered for such an assignment, students must meet the following minimum criteria: completion of all required coursework, with an overall GPA of at least 3.5, and demonstration of teaching excellence in the form of teaching evaluations and other teaching materials. These materials will be reviewed by the Ph.D. GAR in consultation with the Ph.D. GPC, who will make recommendations regarding teaching assignments to the Department Chair. The Department Chair is responsible for final decisions on course scheduling.

As per HOP 2.2, “The Department Chair is responsible for assuring that all Teaching Assistants are carefully supervised” < <http://www.utsa.edu/hop/chapter2/2-2.html>>. As such, the English Department Chair shall delegate annual teaching observations of doctoral students who are instructors of record in the English Department to the PhD GAR and other qualified faculty. The report on the class visit must be conveyed to the student, preferably in a supportive mentoring meeting, and placed in the students’ file. They can be used by students for their annual reports and for their teaching portfolios, which are required by most hiring committees. These visits are meant to be mentoring opportunities along the lines of the teaching observations all faculty at UTSA undergo. This process includes the opportunity for the student to write, in response to the teaching observation, “a reflective summary describing any steps taken or changes made towards the enhancement of teaching and improvement of student learning” (Provost’s Office, Peer Observation Guidelines). This response provides an opportunity for students’ to begin to draft their statement of teaching philosophy, which is part of the teaching portfolio. Students are also encouraged to have their Dissertation Chair observe their teaching at least once to ensure that their supervisors can write convincingly about their teaching skills in future letters of recommendation.

**E. Language Requirement.** To help foster multilingualism and enhance the understanding of other cultures, including the ability to read, write, and/or speak an additional language, students will:

1. Successfully complete an upper-division undergraduate course or a graduate course in a second language with a grade of "B" or better. The course may have been completed prior to admission to the PhD program or be completed during the course of the degree; or
2. Pass the College Level Examination Program (CLEP) in the approved language with at least a level two ability; or
3. Successfully demonstrate ability in another language (including Standard Spanish, Heritage Spanish, African American Vernacular English, or another language or variety) to a qualified expert approved by the PhD Graduate Program Committee.

**F. Attendance Requirement.** All students must attend classes as per UTSA Regulations as listed in the Handbook of Operating Procedures. If a student on fellowship cannot attend classes or fulfill commitments and does not notify the Ph.D. GAR, then his or her stipend may be suspended and procedures instituted to ascertain whether or not he or she should be dropped from the fellowship. Students who seek to take an authorized leave from the program must submit a written statement explaining their reasons for doing so to the Ph.D. GAR. The Ph.D. GPC, the Ph.D. GAR, and the Department Chair must formally approve leaves from the program; this leave must ultimately be approved by the Graduate School (see Graduate Catalog for stipulations). Students on leave wishing to resume their participation in the program must likewise submit a written request for reinstatement, which will be reviewed by the Ph.D. GAR, the Ph.D. GPC, and the Department Chair. The Ph.D. GAR in consultation with the Ph.D. GPC and the Department Chair will recommend to the Graduate Dean whether or not to reinstate the student after a leave. Final decisions regarding reinstatement rest with the Graduate Dean.

**G. Registration.** Policies and guidelines recommended by the Ph.D. GPC and approved by the Ph.D. GAR, the Department Graduate Faculty, the Department Chair, the Graduate Council, and Dean of the Graduate School govern the registration of doctoral students. Students are advised to meet with the Ph.D. GAR and their individual Qualifying Exam Committee chairs prior to registering for classes. Typically, a Ph.D. fellow will register for 21 credit hours per year--9 units in the Fall, 9 units in the Spring, and 3 units in the Summer. Part-time Ph.D. students must enroll in at least 1 unit per regular semester (Fall/Spring) to maintain continuous enrollment.

Rules concerning registration, late registration, adding classes, dropping classes, and auditing classes are all found in the Graduate Catalog or in the Schedule of Classes listed on ASAP (UTSA Home Page). Academic standing, cancellation of enrollment, withdrawal procedures, and reinstatement in the University and student classification are also addressed in the Graduate Catalog under General Academic Regulations, Registration Procedures.

**H. Transfer of Credits.** Students who have completed doctoral-level course work in English from other universities may appeal to have up to 12 semester credit hours apply to the requirements of the UTSA English doctoral program provided that the courses are of similar or equivalent content. All appeals consisting of a letter of appeal, together with any needed documentation, are subject to the approval of the Ph.D. GAR in consultation with the Ph.D. GPC. All transfer credit to be applied to the Ph.D. Program in English must have been earned within the six (6) years immediately preceding the date of matriculation of the student into the program. UTSA Special Graduate students and M.A. students may transfer only 6 hours of their coursework toward the doctoral degree. Exceptions may be approved upon recommendation of the Ph.D. GAR in consultation with the Ph.D. GPC, the Department Chair, and the Office of the Dean of the Graduate School. As per the Graduate Catalog, courses completed by correspondence or extension cannot be applied to the English doctoral degree program.

**I. Course Requirements.** The minimum number of semester credit hours required for this degree, exclusive of coursework or other study required to remove admission deficiencies, is 39 graduate hours beyond the master's degree. Any grade lower than "B" in a graduate course will not count toward the 39 semester credit hours of coursework.

**J. Program of Study.** The program of study should be drafted as the student undergoes coursework, in consultation with the Ph.D. GAR (see Graduate Catalog for degree requirements.) Student should also consult with the committee chair about course selection. The Ph.D. GAR must approve the completed program of study, and submit it to the Dean of the Graduate School through the Dean of the College for final approval

**K. Qualifying Examination.** All students seeking a doctoral degree must pass a Qualifying Examination (QE). The Qualifying Examination is taken upon completion of coursework, including all incompletes, and fulfillment of the language requirement (see above). The QE will draw from the fields of literary/cultural studies, language/linguistics, or composition/rhetoric, and will be based on three areas: one of which must be multiethnic, cross-cultural, or transnational in focus; one of which should include theory; and a third area to be determined by the student in consultation with his or her QE Committee Chair—generally the projected subject of the dissertation itself. The QE process is divided into three parts: the reading lists and rationales, the position papers, and the oral examination. The exam committee must consist of three members from the English Department. Students may (but are not required to) include on their Qualifying Examination Committee a faculty member from outside the department. If the member is a non-UTSA faculty member (including department retirees), that faculty member must be admitted as a Special Member to the UTSA Graduate Faculty and approved by the Ph.D. GAR, the Department Chair, the COLFA Associate Dean of Graduate Studies, the Graduate School Dean, and the UTSA Graduate Council. Students should submit names of qualifying examination committee members to the Ph.D. GAR for approval at least a semester prior to the semester they plan on taking the exam. All committee members conduct the exam itself and vote to pass or fail the student. There will be a meeting of the committee once the chair and student have worked on the rationales for the reading lists; another meeting will be scheduled to conduct the oral qualifying exam.

The student will prepare reading lists in each area approved by the Qualifying Examination Committee and compose position papers in each of the three areas. Students will have ten weeks from the time of the approval of their brief rationales (approx. 500 to 3,000 words for each) and reading lists (approximately 40 titles in each) to submit the completed position papers. Each position paper should be approximately 5,000 to 10,000 words in length, not including footnotes, endnotes, or list of works cited. Committee members may discuss reading lists, rationales, and readings or critical/theory works with the student relevant to the position papers (particularly in the setting of Directed Readings), but cannot offer written or oral feedback on actual drafts of the position papers because these are meant to represent independent work on the part of the student. The Qualifying Examination will be scheduled within two weeks of completion of the position papers, which should be submitted to the Qualifying Exam committee via the Qualifying Exam chair. The exam will be a two-hour timed oral exam on the position papers and reading lists. The student will have two weeks after the exam to make any revisions to the position papers at the committee's request. Passing the Qualifying Examination is a prerequisite for advancement to candidacy for the doctoral degree.

**L. Dissertation Prospectus.** The Dissertation Prospectus (also called "Proposal") is written after the completion of the Qualifying Examination. A student will have completed the qualifying process when the examination committee unanimously approves the student's dissertation prospectus of 15-20 pages. The prospectus should include a clear plan of research in

addition to a strong original argument. It should be submitted no more than eight (8) weeks after approval of the Qualifying Examination. Students should expect to submit more than one draft of the prospectus prior to this deadline, and so should plan accordingly. The Dissertation Committee, including the outside member, must approve the Dissertation Prospectus (see below on Dissertation Chair and Dissertation Committee). The chair of the committee submits the approved prospectus to the Ph.D. GAR, who is chair of the Ph.D. GPC. Students should not send the prospectus directly to the Ph.D. GAR nor communicate directly with the COLFA Associate Dean for Graduate Studies. The Ph.D. GPC and the Ph.D. GAR will review the prospectus to ensure that it conforms to college and graduate school requirements. The Ph.D. GAR, as chair of the Ph.D. GPC, will communicate any suggestions for revisions to the chair of the student's committee, who will then work with the student on these changes. When the Ph.D. GPC approves the final prospectus, the Ph.D. GAR will forward it to the COLFA Associate Dean for Graduate Studies. Approval of the prospectus should normally take place in the same semester as the Qualifying Examination. Upon approval of the Dissertation Prospectus, the Dissertation Committee must sign the Dissertation Proposal Form, which is then signed by the Ph.D. GAR and the Department Chair and submitted to the COLFA Associate Dean for Graduate Studies and the Graduate School Office along with the Prospectus. A copy of the approved prospectus is placed in the student's file.

**M. Admission to Candidacy.** A student will be admitted to candidacy after completing all university and departmental requirements (including the Language Requirement), passing the Qualifying Examination, and securing approval for the Dissertation Prospectus. As stated above, from the date of written approval of the Qualifying Exam the student has eight (8) weeks to complete the prospectus. The student must petition for advancement to candidacy in writing by filling out the Application for Candidacy form obtained from the Department's Graduate Studies Office. In summary, a student who advances to candidacy must be in good standing and have successfully completed:

1. all required course work;
2. the Language Requirement for the degree;
3. the Qualifying Examination;
4. the Dissertation Prospectus, approved by the student's dissertation committee, the Ph.D. GPC, and the Ph.D. GAR.

The student will advance to candidacy upon approval of the Ph.D. GAR, the Associate Dean of Graduate Studies, and the Dean of the Graduate School.

As per the Graduate Catalog, "Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation." It is normally expected that any student admitted to the doctoral program in English who already possesses a master's degree in English or a comparable field (with the required 18 upper-division English hours) should advance to candidacy within three years after enrollment. Students on fellowship who fail to reach candidacy by these projected deadlines risk losing their status as being in good standing.

**N. Doctoral Dissertation.** Candidates must demonstrate their ability to conduct independent research by completing and defending an original dissertation that makes a significant

contribution to the field of literature, language, and/or composition and rhetoric. The student, in consultation with his or her Dissertation Chair, determines the research topic. The Dissertation Committee will guide and critique the candidate's research and writing of the Dissertation. During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, he or she is required to enroll in ENG 7311/3. Students must register for the dissertation for a period of at least two consecutive full-time semesters. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the Dissertation Chair notifies the Graduate School and the Ph.D. GAR at least two weeks in advance of the date of the final oral defense.

**O. Dissertation Chair.** During their first semester of study, students are urged to meet with individual faculty to discuss their research interests and to select a Qualifying Exam chair (see above). After passing the Qualifying Examination, students must submit in writing to the Ph.D. GAR their choice of a Dissertation Chair who may or may not be the Chair of the student's Qualifying Examination Committee. Students must seek the consent of the faculty member before listing her or him as their Qualifying Exam or Dissertation committee chair. Full-time students who have not been approved for a Dissertation Chair after completing the Qualifying Examination must meet with the Ph.D. GAR and the Ph.D. GPC to decide what to do about their lack of progress, which can include being dropped from the program.

**P. Dissertation Committee.** The Dissertation Committee has the responsibility for general supervision of the student's research and ultimately for certifying to the Graduate School that an acceptable dissertation has been submitted and that all degree requirements have been completed. The Committee is selected by the student, in consultation with his or her Dissertation Chair, and with the approval of the Ph.D. GAR in consultation with the GPC, the Department Chair, and the Graduate School. Students are responsible for submitting names of the chair and at least three additional members of the Dissertation Committee (one of whom must be external to the department) to the Ph.D. GAR for approval. The total size of the committee may not exceed five; under normal circumstances, only one of the Dissertation Committee members may be from UTSA departments other than the Department of English. These UTSA faculty members must be members of the Graduate Faculty in their respective departments. With the approval of the Ph.D. GPC, Ph.D. GAR, and Graduate School, faculty from outside UTSA may be included on a dissertation committee. Non-UTSA committee members, including department retirees, must be admitted as Special Members to the Graduate Faculty, approved by the English Graduate Faculty, the Ph.D. GAR, the Ph.D. GPC, the Department Chair, the COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA Graduate Council. If a student, after consultation with his or her dissertation chair, requires a second outside member (i.e. to cover an area that is not represented by department faculty), the student's chair should submit a request in writing to the Ph.D. GAR, to be reviewed by the Ph.D. GPC.

The Dissertation Chair provides day-to-day guidance to the student, adjudicates any differences among committee members, and communicates with the Ph.D. GAR. All members of the committee are available for consultation, and the student should regularly seek their advice. The Dissertation Chair also has the general responsibility for monitoring the student's research progress. A progress report written by the student and signed by the Dissertation Chair should be submitted to the Ph.D. GAR at the end of each academic year. It is recommended that the student meet with each member of the Dissertation Committee at least two times per year and the



Dissertation Chair once a month.

It is sometimes necessary to change the membership of the Dissertation Committee prior to completion of the dissertation. This procedure involves a petition to the Ph.D. GAR and approval of the Ph.D. GPC, the Department Chair, and the Graduate School. The student should consult with the Ph.D. GAR before initiating any action. Changes in the committee should be completed well in advance of the final oral dissertation defense.

**Q. Progress Review.** All students are required to sign the Milestones Agreement specifying that, under normal circumstances, doctoral work must be completed in five years. If the doctoral degree is not completed within three years from the date of advancement to candidacy, the Ph.D. GAR in consultation with the GPC will review the student's progress annually. The committee may recommend that the student meet new requirements adopted in the interim or take additional courses; it may also recommend that the student's candidacy be extended one or two semesters, or that it be terminated. Recommendations of the Ph.D. GPC will be forwarded to the Graduate School for final approval. Students may be required to cover any financial penalties incurred by the Graduate School if they exceed their permitted semester credit hours. As per the Graduate Catalog, students who have not completed their degree within eight years may be subject to removal from the program.

**R. Final Oral Examination (Defense of the Dissertation).** No later than three weeks before the last class day of the semester in which the candidate intends to graduate, the dissertation must be successfully defended before the Dissertation Committee. A successful defense requires unanimous approval by the Dissertation Committee. The dissertation defense entails two components: 1) an oral presentation by the candidate before the Dissertation Committee of the methods and conclusions of the dissertation (normally less than one hour in length), and 2) a discussion of the Dissertation during which the candidate answers questions about the dissertation from the Dissertation Committee and members of the audience. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the student's Dissertation Committee;
2. passed all required examinations, including the final oral examination;
3. completed a dissertation that is an independent investigation in the student's major field and that constitutes an original contribution to knowledge in the field;
4. submitted an abstract for publication in *Dissertation Abstracts International* approved by the Dissertation Committee..

While any major questions about the dissertation should have been settled before the defense through the student's consultation with each committee member, the committee may ask for additional revisions of the dissertation at the time of the defense. Upon the successful completion of the defense and any revisions, the Dissertation Committee will approve the dissertation and certify that the candidate has met all requirements for the doctoral degree. It is the responsibility of the Dissertation Chair to submit the Certification of Completion of Dissertation Requirements for the Doctoral Degree to the English Graduate Office, which will then be forwarded through the Ph.D. GAR, the Department Chair, the Dean of the College, and the Dean of the Graduate School. This form certifies that the candidate has met all requirements for the doctoral degree.

**S. Submission and Publication of Dissertation.** When the student has successfully defended his or her dissertation, he or she must arrange for its publication through the Graduate School by adhering to the final draft submission deadline posted on the Graduate School website. The dissertation must adhere to the latest guidelines in the *Guide of the Preparation of the Doctoral Dissertation*, also available on the Graduate School website. It is strongly recommended that the student attend one of the Graduate School formatting workshops offered throughout the year. Two unbound copies, including the original of the dissertation and one electronic copy must be forwarded to the Graduate School. The two hard copies are transmitted to the library and the electronic copy is uploaded into UMI/ProQuest for reproduction. The student should submit one bound copy to the English Graduate Office and one to the Dissertation Chair. Other forms of publication of the dissertation, on approval of the Ph.D. GAR in consultation with the GPC and the Graduate School, may be accepted to fulfill the publication requirement. The student is responsible for all fees for publishing as well as any expenses associated with ordering personal copies. Personal copies may be purchased through UMI/ProQuest or other companies in or outside San Antonio and are not available through the University of Texas at San Antonio.

Registration of copyright at the author's expense may be arranged, if desired and appropriate, by completing the form on UMI/ProQuest. In order to protect patent or other rights, the student may request an embargo from the Graduate School to delay publication for one or more years. This request must be supported by a written recommendation by the student's Dissertation Director and must be submitted to the Graduate School prior to the final draft submission deadline.

**T. 99-Hour Doctoral Credit Limitation** Doctoral students who enroll in courses in excess of 99 semester credit hours of doctoral work will be assessed an additional charge per semester credit hour to defray UTSA's loss of formula funding revenue from the state. Students are responsible for these charges, which are not covered by fellowship funding or other department, college, or university funds.

#### IV. APPENDICES

NOTE: All forms listed below are available from the COLFA Graduate Studies Office the UTSA Graduate School forms website: <https://graduateschool.utsa.edu/faculty-staff/category/forms/> and from the PhD GAR.

- A. Milestones Agreement Form (English Department Form)
- B. Requirements for English Doctoral Program Checklist (English Department Form)
- C. Interim Program of Study for the Doctor of Philosophy (Form)\*
- D. Language Requirement (English Department Form)
- E. Qualifying Examination Committee (Form)\*
- F. Qualifying Exam Reading List Approval Form (English Department Form)
- G. Completion of the Qualifying Examination (Form)\*
- H. Appointment of Dissertation Committee (Form)\*  
(For External Committee Member, please complete additional forms)\*
- I. Dissertation Proposal Approval (Form)\*
- J. Application for Candidacy for the Doctoral Degree (Form)\*
- K. Certification of Completion of Dissertation Requirements (Form)\*
- L. COLFA General Policies and Procedures for Graduate Students & Doctoral Students
- M. *Handbook of Operating Procedures* General Statement. Web address: <http://utsa.edu/hop/>
- N. *Handbook of Operating Procedures: 5.15 Administration of Scholarships* Web address: <http://utsa.edu/hop/chapter5/5-15.html>
- O. Guide for Preparation of the Master's Thesis or Doctoral Dissertation

\*Indicates Graduate School approval needed.

Numerous books supporting MA and Ph.D. study are available to be borrowed in the Graduate Suite—come, browse, and use them! Among them are several reference books, such as the ones listed below:

Belcher, Wendy Laura. *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success*. Thousand Oaks: Sage Publications, 2009.

Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day*. New York: Henry Holt and Company, 1998.

Peterson, Karen E. *Write. 10 Days to Overcome Writer's Block. Period*. Avon: Adams Media, 2006.